Class: 5

Subject: Computer Studies

Chapter: Advanced features in Word

(Children please listen to the given audio clip carefully, discussed in the audio clip are some key points that would summarize the entire chapter for you, however please do read the chapter thoroughly before attempting the work sheet given below)

What is Microsoft Word?

Microsoft Word also known as Winword or MS Word is a word processor published by Microsoft. It is one of the office productivity applications included in the Microsoft Office suite. Originally developed by Charles Simonyi and Richard Brodie, it was first released in 1983. microsoft is available for Microsoft Windows, Apple macOs, Android and Apple ios. It can also run on the Linux operating system using WINE.

A. Fill in the blanks

1. You can use the _____ _____ option to copy and apply the formatting from one piece of text in a document to another.

2. You can use the _____ option to find a particular word in a _____.

3. You can use the _____ option to replace a word with another _____ in a document.

4. You can _____ various ready-made shapes in a _____ document.

5. You can change the style, outline and effects of the shapes form _____ styles group or the _____ tab.

B. Give one word for each statement

1. An option makes the selected text smaller and lower than the main text on a document.

2. An option that makes the selected text smaller and higher than the main text on a document.

3. A visual effect that makes an object or text look raised.

4. Another word used for MS Word.

5. MS Word can also run on the Linux operating system using it.

C. <u>Write true or False</u>

1. The superscript option makes the selected text smaller and lower.

2. You use insert option to search for a word in a document.

3. To replace a word with another word, you use the Replace option in Word.

4. You can insert shapes in a document such as rectangles, circles, arrows, lines and so on.

5. You can also insert text in a shape by left-clicking on it and selecting the Add Text option.

D. Number the steps in the correct order to insert a shape in Word document.

…….. Click on a shape from the list. The mouse pointer changes to a plus sign +.

….… Click on the Insert tab.

….… Keep the left button of the mouse pressed as you drag the pointer to draw the shape. The shape will be inserted in a document.

…….. In the Illustrations group, click on Shapes. A list of different shapes appears.

E. <u>Answer the following questions</u>

1. What is the use of the Format Painter option?

2. What is the difference between superscript and subscript?

3. What is the use of the Find option?

4. Who and when was MS Word developed?

5. How to insert text in a shape?

(Note: Please complete Ex A, B, C, E and F (question number 3, 4 and 5)
on page no. 36 and 37 of your text book, in your exercise copy)